EXHIBIT 1

From: Rich, Michawn (CDC/OD)
Sent: 30 Apr 2020 18:09:12 +0000

To: Oury, Rachael; Bonds, Michelle E. (CDC/OD/OADC); Galatas, Kate

(CDC/OD/OADC);Lepore, Loretta (CDC/OD/OCS)

Subject: Rundown

DELIBERATIVE/PREDECISIONAL

All – below is a rundown of sorts that I put together for Rachael that may help her navigate the new role. We can discuss on the call today.

CDC Process

Internal media inquiries and discussion:

- Send the press inquiries to:
 - CDC IMS JIC (Joint Information Center) Media -2 eocjicmedia2@cdc.gov
 - Ben Haynes fxq2@cdc.gov
 - o Kristen Nordlund hok4@cdc.gov
 - o Tom Skinner tws3@cdc.gov
 - Cc: Loretta Lepore phf7@cdc.gov
 - o Cc: Michelle Bonds meb0@cdc.gov
 - o Cc: Kate Galatas kkg2@cdc.gov
- Every interview **MUST** be audio recorded.
- You need to approve all interview requests (print, tv, radio, podcast, etc) <u>BEFORE</u> they go to HHS or OVP for approval.

0	Just because there are outstanding requests or folks keep getting asked to do a particular					
	interview does not mean it has to be fulfilled –	(b)(5)				
ſ	(b)(5)					

- NOTE: as a rule, do not send up requests that ask to do profile pieces these are not allowed at the moment.
- NOTE: as a rule, do not send up requests for Greta Van Sustern or anyone affiliated with Voice of America because of this: https://www.whitehouse.gov/articles/amid-a-pandemic-voice-of-america-spends-your-money-to-promote-foreign-propaganda/

For Dr. Redfield media

- Loretta Lepore oversees all of his media and Tom helps her.
- Paul Fulton kwf8@cdc.gov is in charge of booking most of his interviews.

•	These are the outst	anding interview requests that we have for Dr. Redfield	(b)(5)	-
ſ	(b)(5)			

- Larry O'Connor's Los Angeles Radio Show
- AARP online interview
- Current TV News
- Magic 106.7 FM Radio in Boston, Mass
- PBS Frontline in late May (this is a documentary piece and must be recorded closer to the air date).

(b)(5)

- After you confirm an interview send a document to Loretta and Paul with this information:
 - Time of interview
 - Outlet
 - Whether it is live or taped
 - How long the interview will be
 - Reporter conducting the interview
 - Booker contact
 - Producer contact (if you have it)
 - On site contact
 - Topics
 - Location of interview
 - Parking directions if necessary
 - Biography of reporter conducting interview
- NOTE: Dr. Redfield can do FOX News, FOX Business, NBC, or CNBC interviews from the Hall of States Satellite Studio in D.C.
- NOTE: Dr. Redfield can do other interviews from the HHS studio in D.C. if it is available sometimes he can bump someone if he is higher up on the leadership board.
 - Email Michael Wilker <u>Michael.Wilker@hhs.gov</u>, Steven Hamberg <u>shamberg@hhs.tv</u>, Karen Foster <u>kfoster@hhs.tv</u>, Morgan Courbois <u>mcourbois@hhs.tv</u>, and Samuel Nix <u>Samuel.Nix@hhs.gov</u> to see if the studio is available.

For Dr. Schuchat and Dr. Butler media

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0	This is	the only outstanding request we haven't booked for Dr. Butler	(b)(5)
	(b)(5)	FOX 5 Good Day New York	

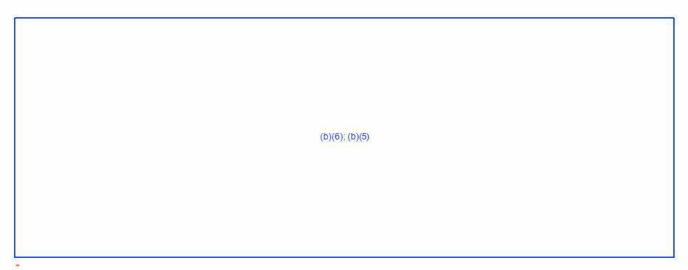
HHS Process

- NOTE: The new HHS comms leadership wants to focus on local media.
 - Send any good local media stories to Brad Traverse Brad.Traverse@hhs.gov
- All press materials (releases, statements, etc.) need to be submitted to <u>releases@hhs.gov</u> for clearance
- All media inquiries (requests for interviews, written responses to reporter questions, etc.) need to be submitted to <u>interviews@hhs.gov</u>. These include any incoming that may come through FEMA to the HHS team embedded there.
- HHS will triage the submissions to determine which ones require (b)(5)

 Certainly, if you have a recommendation on that when you submit, please share that as well.

 Likewise, if you are contacted directly by (b)(5) with a request for a media inquiry, create or approve a press material, etc., please be sure to loop in HHS, so they can maintain situational awareness.
- Cc: Ben, Michelle, Kate, Kristen, Loretta, and Tom on emails to HHS that seek approval on interviews, releases, op-eds, etc.

OVP Process	
	(b)(6); (b)(5)

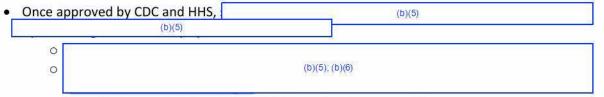


Daily FEMA Calls

- You will receive a daily email from someone in the JIC at CDC (eocevent202@cdc.gov) with a rundown of press and events for the day around 9:30am. You can pull from that to report out on the daily 10:15am FEMA calls.
- You can also ask Loretta for Dr. Redfield's schedule to see if you can pull anything from that to report out on the FEMA call.
- Following each call, send your readout to Ben Haynes and Carrie Harmon qbj2@cdc.gov. They send it to HHS at the end of the day up to HHS with other CDC items.

Op-ed Process

Follow the CDC and HHS approval process above.



- Attach the op-ed and provide this information in your email:
 - Topic:
 - Byline:
 - Target Audience:
 - Target Outlet:
 - Driver:
 - Three Key Messages:

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